

## GSA's 2015 Federal Fleet Management Training- Overview Schedule

Tuesday, January 27, 2015			
Time	Meeting Space #1 (Room 145AB)	Meeting Space #2 (Room 146AB)	Meeting Space #3 (147AB)
8:00am - 12:30pm	Private Showing of Auto Show Floor & Fleet Exhibits (includes Lunch)		
12:30pm - 12:45pm	Welcome & OEM Panel Discussion		
12:45pm - 2:15pm	Meeting Space #2 (Room 146AB)		
2:15pm - 2:30pm	Break		
2:30pm - 3:30pm	Welcome to GSA Fleet Leasing	Motor Vehicle Management Fleet Systems Update	Federal Motor Vehicle Regulations and Policies
3:30pm - 3:40pm	Break		
3:40pm - 4:40pm	GSA Vehicle Purchasing Overview	VAM 2015 and beyond	What is your Personal Liability While Driving a GOV?
Wednesday, January 28, 2015			
Time	Meeting Space #1 (Room 145AB)	Meeting Space #2 (Room 146AB)	Meeting Space #3 (147AB)
8:00am - 8:50am	Safety and Accidents when Leasing from GSA Fleet	GSA Office of Motor Vehicle Management Update	The Hows and Whys of Vehicle and License Plate Registration
8:50am - 9:00am	Break		
9:00am - 9:50am	GSA Pilot Programs	Preparing for Vehicle-Level Reporting- Part 1	GSA Fleet Vehicle Operations
9:50am - 10:00am	Break		
10:00am - 10:50am	What to Expect when Exchanging your Vehicle	Preparing for Vehicle-Level Reporting- Part 2	GSA Smartpay: Fleet Management Essentials.
10:50am - 11:00am	Break		
11:00am - 11:50pm	Fleet Manager 101	GSA's Federal Fleet Management System (FedFMS)	Fleet Manager Panel
11:50am-1:30pm	Lunch, Private Showing of Auto Show Floor & Fleet Exhibits		
1:30pm - 2:20pm	Understanding Your GSA Fleet Bill	How to Order from AutoChoice and Schedules	What is your Personal Liability While Driving a GOV?
2:20pm - 2:30pm	Break		
2:30pm - 3:20pm	Future of Car Sharing in Government	GSA Office of Government-wide Policy Update	Reviewing Your FAST Submission — Query Tool and Reports
3:20pm - 3:30pm	Break		
3:30pm - 4:20pm	Federal Motor Vehicle Regulations and Policies	GSA Fleet Acquisition & Fleet Management	FAST Q&A
Thursday, January 29th, 2014			
Time	Meeting Space #1 (Room 145AB)	Meeting Space #2 (Room 146AB)	Meeting Space #3 (147AB)
8:00am - 8:50am	Using Your GSA Fleet Credit Card	Federal Fleet Sustainability Requirements- an Update and Overview	Meet and Greet the GSA Team
8:50am - 9:00am	Break		
9:00am - 9:50am	Improving Fleet Data	Ambulance Technology and Standards Update Part I	Emerging Green Technologies
9:50am - 10:00am	Break		
10:00am - 10:50am	Meeting the Presidential Memorandum 2016 AFV Mandate	Ambulance Technology and Standards Update Part II	GSA Office of Motor Vehicle Management Update
10:50am - 11:00am	Break		
11:00am - 11:50am	Fleet Manager 101 PLUS!	Telematics in the Federal Fleet	Fleet Sustainability Dashboard (FleetDASH)
11:50am - 12:00pm	Wrap-Up		
12:00pm- 4:00pm	Private Showing of Auto Show Floor & Fleet Exhibits		

## GSA's 2015 Federal Fleet Management Training Agenda

Date	Start time	End time	Room	Session Title	Presenters	Description
Tuesday, January 27, 2015	8:00 AM	12:30 PM	EXHIBITOR & AUTO SHOW FLOOR OPEN (includes lunch break)			
Tuesday, January 27, 2015	12:30 PM	12:45 PM	146AB			Welcome
Tuesday, January 27, 2015	12:45 PM	2:15 PM	146AB	OEM Panel Discussion	Bill Toth, Director, GSA MVM; Bick Pratt, Chrysler Group LLC; Debra Hairston & Tony Gratson, Ford Motor Co.; Ron Dixon, General Motors; & Roy Durham & Richard Pipenhage, RP Automotive	Representatives from the Chrysler Group LLC, Ford Motor Company, General Motors Company, and RP Automotive will present.
10 MINUTE BREAK						
Tuesday, January 27, 2015	2:30 PM	3:30 PM	145AB	Welcome to GSA Fleet Leasing	Chris Bross, GSA MVM and Nick Capaldi, GSA MVM	For both new and existing GSA leasing customers. Learn and refresh your memory about the tools available to you and how to maintain your GSA vehicle. From using the fuel card to reporting an accident to utilizing GSA's fleet drive thru services.
			146AB	Motor Vehicle Management Fleet Systems Update	Gina Jordan, GSA MVM & Christopher Alward, GSA MVM	What's new in the Systems arena to support GSA's vehicle purchasing and leasing customers? This session will provide an overview of the automated solutions that are key to our customers, highlighting the most recent changes and new technologies. Topics include AutoChoice, GSA Fleet DriveThru, FedFMS, FMVRS, Dispatch & Reservation Module and more.
			147AB	Federal Motor Vehicle Regulations and Policies	Connie Aaron, GSA OGP	Explore how Federal regulations governing motor vehicle management fit into an overall framework of laws, regulations, and policies. We will cover Federal Management Regulation 41 CFR 102-34 "Motor Vehicle Management" in its entirety and highlight recent updates. Bring your questions about motor vehicle regulations and policies!
10 MINUTE BREAK						
Tuesday, January 27, 2015	3:40 PM	4:40 PM	145AB	Vehicle Purchasing Overview	Leonard Fedoruk, GSA MVM	An overview of vehicle purchasing to include the latest offerings and regulation changes. Introduce the new look of AutoChoice and learn about future modifications.
			146AB	VAM 2015 and Beyond	Maureen McKenna, GSA Off. Of Admin. Srvs. & Karl Wolfe, GSA OGP	Workshop Description: The Presidential Memorandum, Federal Fleet Performance, was released on May 24, 2011. The memorandum required VAM optimal fleet performance goals for Federal agencies through 2015. Now What? This session will outline the VAM requirements that continue beyond 2015. Come to learn how VAM will be part of your fleet management process well into the future. This session is for attendees at all levels of Federal fleet management from the field to the Agency Fleet Manager.
			147AB	What is your Personal Liability While Driving a GOV?	Devin Beckes, GSA MVM & Peter McTernan, GSA Off. of General Counsel	Are you liable for job related accidents when you or your employees have accidents in a GOV? Did you know that state law determines this issue? This program addresses legal issues applicable to Government employees and managers. The workshop will cover the basics of the Federal Torts Claims Act and discuss cases where a Federal employee would not be liable, cases where a Federal employee would be liable and ways to protect yourself.
END OF DAY						

## GSA's 2015 Federal Fleet Management Training Agenda

Date	Start time	End time	Room	Session Title	Presenters	Description
Wednesday, January 28, 2015	8:00 AM	8:50 AM	145AB	Safety and Accidents when Leasing from GSA Fleet	George Schaubhut, GSA MVM	An overview of safety and accident preventative measures. Also learn what to do in the event of an accident while driving a GSA leased vehicle.
			146AB	GSA Office of Motor Vehicle Management Update	Bill Toth, Director, GSA MVM	Join the Director of the Office of Motor Vehicle Management for a discussion on the latest news and offerings from this organization. Come prepared to ask organization, leasing or purchasing. questions on any topic related to either side of the leasing or purchasing program
			147AB	The Hows and Whys of Vehicle and License Plate Registration	Vong Khamvongsa, GSA MVM & Patrick McConnell, GSA OGP	Come learn about the new A/B tag initiative for federal license plates, along with the rules, exceptions to the rules, how to work with your agency's records in the FMVRS, and your responsibilities for managing them.
10 MINUTE BREAK						
Wednesday, January 28, 2015	9:00 AM	9:50 AM	145AB	GSA Pilot Programs	Stacy LoShciavo, GSA MVM	Learn about the various programs GSA MVM is piloting, such as: car sharing, AFV, Fleet Share, Collision Avoidance, etc.
			146AB	Preparing for Vehicle-Level Reporting- Part 1	Jeff Caldwell, DOE-INL; Ron Stewart, DOE-INL; & Karl Wolfe, GSA OGP	Federal fleet reporting requirements have evolved over the past 15 years, resulting in more granular data being submitted by federal agencies. The Office of Governmentwide Policy will guide you through the process of transitioning mandatory reporting from the aggregated shape to a simpler form where fleet vehicle and operational information will be reported at the vehicle-level. This session discusses what this change means for federal fleets, provides an overview of the data that will be collected, discusses what agencies should consider as they prepare for vehicle-level reporting. and time for Q&A. Attendees are enouraged to attend both Par 1 & 2. The sessions are geared to agency headquarters fleet managers and their technical POCs for fleet management information systems.
			147AB	GSA Fleet Vehicle Operations	Wes Powell, GSA MVM; Steve Olds, GSA MVM; & Lander Allin, GSA MVM	This seminar will provide an overview of GSA Fleet vehicle maintenance and care. Information will include education on vendor management, national agreements, and preventative maintenance providing the fleet manager with skills and resources available to Fleet customers.
10 MINUTE BREAK						
Wednesday, January 28, 2015	10:00 AM	10:50 AM	145AB	What to Expect when Exchanging your Vehicle	Cheryl Hall, GSA MVM & Gordon Lancaster, GSA MVM	An explanation of the ordering and exchange process for GSA Fleet leasing customers.
			146AB	Preparing for Vehicle-Level Reporting- Part 2	Jeff Caldwell, DOE-INL; Ron Stewart, DOE-INL; & Karl Wolfe, GSA OGP	A continuation of the discussion form Part 1. Federal motor vehicle data reporting has grown complex. The time has come for vehicle-level reporting to fulfill the fleet data reporting mandates. This workshop will highlight what is coming for vehicle-level reporting and what it means for your agency. OGP will discuss the upcoming changes in FAST and can answer all of your questions!
			147AB	GSA Smartpay: Fleet Management Essentials.	Varuna Singh, GSA SmartPay	Provide cardholders with information about the GSA SmartPay Fleet Card Program, which are available to Federal government agencies and organizations. The Office of Charge Card Management (OCCM) will discuss the roles and responsibilities in managing a Fleet Card program, share leading practices, and provide some general resources available to agencies/organizations.
10 MINUTE BREAK						

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Wednesday, January 28, 2015	11:00 AM	11:50 AM	145AB	Fleet Manager 101	Connie Aaron, GSA OGP Karl Wolfe, GSA OGP Patrick McConnell, GSA OGP & Joddy Garner, GSA OGP	Are you new to Federal fleet management? Has it been a while since you've had a fleet management refresher course? Do you oversee, but don't actually perform the fleet management function within your agency? If you answered yes to any of these questions, you need to attend this workshop. We will discuss everything you need to know to manage motor vehicle fleets in an informal environment geared toward learning and two-way conversations. This is your opportunity to learn about Fleet policies, procedures, mandates, new programs, and to ask any questions you have concerning motor vehicles and the fleet management.
			146AB	GSA's Federal Fleet Management System (FedFMS)	Shane Hamilton, GSA MVM	What makes GSA's Federal Fleet Management System (FedFMS) the most logical choice for a vehicle inventory management system? During this session, you will learn how FedFMS optimizes fleet performance and productivity. Topics include Data Integrity and Automation, Mileage Reporting, Expenses, Reports and more.
			147AB	Fleet Manager Panel	Brian Smith, GSA MVM; Gene Selzer, GSA MVM	Discuss fleet management logistics, problems and successes with other Fleet managers. Speakers in include Agency Head Quarters Manager, local management and GSA Fleet Leasing management.
EXHIBITOR & AUTO SHOW FLOOR OPEN (includes lunch break)						
Wednesday, January 28, 2015	1:30 PM	2:20 PM	145AB	Understanding Your GSA Fleet Bill	Shane Brosius, GSA MVM & Taylor Wynings, GSA MVM	Show GSA Fleet leasing customers the in and outs of their Fleet bills. Walk through viewing the bill in VCSS and payment. Include Speedpay and IPAC discussions.
			146AB	How to Order from AutoChoice and Schedules	Chris Davis, GSA MVM	This session will answer your questions about how to order vehicles via AutoChoice and Schedules, and ease your purchasing process.
			147AB	What is your Personal Liability While Driving a GOV?	Devin Beckes, GSA MVM & Peter McTernan, GSA Off. of General Counsel	Are you liable for job related accidents when you or your employees have accidents in a GOV? Did you know that state law determines this issue? This program addresses legal issues applicable to Government employees and managers. The workshop will cover the basics of the Federal Torts Claims Act and discuss cases where a Federal employee would not be liable, cases where a Federal employee would be liable and ways to protect yourself.
10 MINUTE BREAK						
Wednesday, January 28, 2015	2:30 PM	3:20 PM	145AB	Future of Car Sharing in Government	Stacy LoSchiavo, GSA MVM	Over the past decade, car sharing has become an increasingly popular trend with the private sector. It gives consumers the ability to use a vehicle without the added costs of maintaining the vehicle. Car sharing can help federal agencies save money while still giving them the convenience of having vehicles at the ready. This session will be an open forum discussing the pilots conducted by GSA. We will also ask the audience if and how they are using car sharing at their agency.
			146AB	GSA Office of Government-Wide Policy Update	Alexander Kurien, GSA OGP	Join the Deputy Associate Administrator of the Office of Asset & Transportation Management for a discussion on the latest news and offerings from the Office of Government-wide Policy. Come with questions on how GSA OGP works with your agency in the rule-making process and issues guidance to meet your agency's needs.
			147AB	FAST Q&A	Navid Ahdieh, DOE-NREL; Jeff Caldwell, DOE-INL; Ron Stewart, DOE-INL; & Karl Wolfe, GSA OGP	Bring your questions about anything related to fleet data reporting through FAST to this session, and the FAST management and web teams will do their best to provide answers. Chances are good that if you have a question, someone else out there in the fleet management community has the same question, and many of these questions can lead to informative and interesting discussions.
10 MINUTE BREAK						

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Wednesday, January 28, 2015	3:30 PM	4:20 PM	145AB	Federal Motor Vehicle Regulations and Policies	Connie Aaron, GSA OGP	Explore how Federal regulations governing motor vehicle management fit into an overall framework of laws, regulations, and policies. We will cover Federal Management Regulation 41 CFR 102-34 "Motor Vehicle Management" in its entirety and highlight recent updates. Bring your questions about motor vehicle regulations and policies!
			146AB	GSA Fleet Acquisition & Fleet Management	Kevin Gibson, GSA MVM	Give our customers an overview of how GSA Fleet procures vehicles to lease to Federal customers. Provide guidance and discuss alternative fuel vehicles, vehicle options, fleet rightsizing, what vehicles we do, and don't, provide, vehicle replacement cycles.
			147AB	Reviewing Your FAST Submission- Query Tool and Reports	Jeff Caldwell, DOE-INL & Ron Stewart, DOE-INL	FAST includes several key reports at varying levels within each agency's reporting structure that can be invaluable in reviewing the agency's fleet data submission for completeness, consistency, and correctness. Knowing what these reports include and how to use FAST's query tool to track down data quality problems can significantly ease the review process expected of FAST users. This session will cover these key reports and would show real examples of how the FAST query tool, in conjunction with those reports, can be used to quickly and easily identify and track down data quality issues.

**END OF DAY**

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Thursday, January 29, 2015	8:00 AM	8:50 AM	145AB	Using Your GSA Fleet Credit Card	Jenny Kane, GSA MVM	Come learn how GSA monitors, detects and prevents fraud with the Fleet Services Card.
			146AB	Federal Fleet Sustainability Requirements – an update and overview	Navid Ahdieh, DOE-NREL	A review of EISA and other green legislation. Learn of any updates in policies and mandates and how your fleet may be affected.
			147AB	Meet and Greet the GSA Team	Representative from GSA MVM & OGP	Come meet and talk with GSA representative from the Office of Motor Vehicle Management and the Office of Government-wide Policy will be available to discuss fleet topics. Bring a your favorite cup of coffee and say hello to the team driving your agency's mission.
10 MINUTE BREAK						
Thursday, January 29, 2015	9:00 AM	9:50 AM	145AB	Improving Fleet Data	Dan Reichmann, GSA MVM & Karl Wolfe, GSA OGP	Motor vehicle data reporting has grown very complex. Data submitted in one report is now being used to help complete multiple reports. Consideration is being given to how fleet data, now located in several data systems, could be merged. Accuracy has become much more important. Come learn about the progress being made, the work that is planned and how fleet data reporting will change just a few years from now.
			146AB	Ambulance Technology and Standards Update Part I	Jim Green, NIOSH; Dave Bryson, NHTSA; & John McDonald, GSA MVM	GSA Engineering, NIST, NIOSH, and NHTSA experts will provide an update on the specifications and new safety technologies available for ambulances.
			147AB	Emerging Green Technologies	Matthew Stockburger GSA MVM Stephanie Gresalfi, GSA MVM, & Colby Sheffer, GSA MVM	Learn about sustainable practices in fleet management for public sector fleets, the use of alternative and renewable fuels and technologies, and items currently being developed to assist vehicle drivers.
10 MINUTE BREAK						
Thursday, January 29, 2015	10:00 AM	10:50 AM	145AB	Meeting the Presidential Memorandum 2016 AFV Mandate	Karl Wolfe, GSA OGP & DOE	The Presidential Memorandum, Federal Fleet Performance, was released on May 24, 2011. The memorandum sets specific fleet performance goals for the Federal fleet and assigns responsibilities to both Federal agencies and GSA. This workshop will give you the tools and knowledge you need to help your agency meet the AFV mandate by 2016.
			146AB	Ambulance Technology and Standards Update Part II	Jennifer Marshall, NIST; Dave Bryson, NHTSA; & John McDonald, GSA MVM	GSA Engineering, NIST, NIOSH, and NHTSA experts will provide an update on the specifications and new safety technologies available for ambulances.
			147AB	GSA Office of Motor Vehicle Management Update	Bill Toth, Director, GSA MVM	Join the Director of the Office of Motor Vehicle Management for a discussion on the latest news and offerings from this organization. Come prepared to ask organization, leasing or purchasing. questions on any topic related to either side of the program.
10 MINUTE BREAK						

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<u>Date</u>	<u>Start time</u>	<u>End time</u>	<u>Room</u>	<u>Session Title</u>	<u>Presenters</u>	<u>Description</u>
Thursday, January 29, 2015	11:00 AM	11:50 AM	145AB	Fleet Manager 101 PLUS!	Connie Aaron, GSA OGP Karl Wolfe, GSA OGP & Patrick McConnell, GSA OGP	What have you learned at the Auto Show? Let's wrap this event up in an informal environment geared towards reviewing what you have learned. This is your opportunity to review Fleet policies and to ask any questions you have concerning Federal Motor Vehicle Management.
			146AB	Telematics in the Federal Fleet	Joddy Garner, GSA OGP; Lori Rectanus, GAO; Tom Moriarty, GSA MVM; James Kerr, HHS; & Bill Griffith, Div. Chief, Montgomery Co.	In May 2014, the Government Accountability Office (GAO) released a report “Federal Vehicle Fleets: GSA Has Opportunities to Further Encourage Cost Savings for Leased Vehicles” (GAO 14-443). GAO indicated in the report that the experts consulted by GAO “agreed that in some cases, telematics could facilitate cost savings by providing fleet managers with information needed to reduce fleet size, fuel use, misuse of vehicles, and unnecessary maintenance.” Learn how Federal Fleet Managers are using telematics in their fleets and how you can use them in your own fleet!
			147AB	Fleet Sustainability Dashboard (FleetDASH)	Ryan Daley, DOE	Join the Department of Energy’s Federal Energy Management Program (FEMP) and the National Renewable Energy Lab (NREL) to learn about the latest version of FleetDASH and discuss the impact that it has had on managing fuel consumption in your fleets. Together we will explore the future of FleetDASH and discuss additional features.
Thursday, January 29, 2015	11:50 AM	4:00 AM	EXHIBITOR & AUTO SHOW FLOOR OPEN (end of training sessions)			